

CCR-2750: ANNOTATION FOR DIGITAL REPORTING

Cuyahoga Community College

Viewing: CCR-2750 : Annotation for Digital Reporting

Board of Trustees:

March 2020

Academic Term:

Fall 2020

Subject Code

CCR - Captioning and Court Reporting

Course Number:

2750

Title:

Annotation for Digital Reporting

Catalog Description:

Focuses on the skills necessary to annotate digitally reported transcripts. Students will utilize digital reporting audio files and software to properly annotate a proceeding according to professional standards.

Credit Hour(s):

2

Lecture Hour(s):

1

Lab Hour(s):

3

Requisites

Prerequisite and Corequisite

CCR-1150 Introduction to Digital Reporting, and CCR-1470 Transcript Production, and CCR-1550 Research and Transcription or concurrent enrollment, and CCR-1650 Terminology for the Transcriber, and CCR-2740 Digital Reporting and Transcription or concurrent enrollment.

Outcomes

Course Outcome(s):

Utilize digital reporting audio files and software to properly annotate a proceeding according to professional standards.

Objective(s):

1. Explain annotation in the digital reporting field.
2. Explain timestamping as related to annotation in digital reporting field.
3. Describe the process of annotation in a variety of legal environments, such as depositions, hearings, arbitrations, trials.
4. Create annotations and timestamps correlated to a variety of transcripts from depositions, hearings, arbitrations, and trials including microphone check, proceedings beginning and ending, change in speaker identification, court's rulings, sidebar begin and end, notation of unusual language or jargon, jury activity, Voire dire, Recesses, Q&A begins, exhibits marked, identified, and admitted, non-verbal events, type of examination, witness called, sworn, and excused, request for playback, and adjournment.
5. Create Appearance Sheet for digitally reported events.
6. Describe "Order of Importance" in digitally reported events.
7. Explain speaker identification procedures.
8. Describe case notes.
9. Explain the importance of creating a list of terms and phrases to assist the transcriber, within annotations or separately.
10. Explain the requirement of being a notary public in good standing.
11. Use and format case citations and references properly.
12. Explain how timelines, filing, and delivery requirements vary by court/jurisdiction/agencies.
13. Use common reporter's statements (standard in some jurisdictions) for depositions.

14. Create and use errata sheets for depositions.
 15. Certify a deposition question for later review by a judge.
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Methods of Evaluation:

1. Discussion
2. Homework
3. Tests
4. Projects

Course Content Outline:

1. Discussion
 - a. Explanation of annotation
 - b. Examples of annotation
 - c. Demonstration of annotation
2. Detailed annotation instruction and practice for a variety of transcripts from different legal events
 - a. Date and time timestamp/annotation
 - b. Microphone check
 - c. Case Information
 - d. Proceedings beginning and ending
 - e. Change in speaker identification
 - f. Voir dire
 - g. Opening
 - h. Witnesses called, sworn, and excused
 - i. Question and Answer dialogue
 - j. Type of examination
 - k. Jury activity
 - i. Entering courtroom
 - ii. Leaving courtroom
 - iii. Jury present within courtroom
 - iv. Jury excused or activity outside of hearing of jury
 - l. Recesses
 - m. Exhibits marked, identified, and admitted
 - n. Discussions off the record
 - o. Objections
 - p. Court's rulings
 - q. Sidebar begin and end
 - r. Closing statements
 - s. Jury instructions
 - t. Verdict
 - u. Sentencing
 - v. In-chambers discussions
 - w. Adjournment
 - x. Request for playback
 - y. Notation of unusual language or jargon, key\words
 - z. Non-verbal events
 - i. Nodding
 - ii. Indicating
 - iii. Pointing
 - aa. Unique names, words and phrases to increase searchability of notes
3. Analysis
 - a. Analyze transcripts with and without annotation
 - b. Recognize placement of annotations for creation of transcripts

Resources

American Association of Electronic Reporters and Transcribers. *Best Practices Guide Digital Electronic Reporting and Transcription Article/Selection Title*. 2019. March. 2019.

Resources Other

Faculty-created materials

Legal transcripts from various courts

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Key: 4781